

EXHIBIT 1 TO ATTACHMENT A

CITY OF SUNNYVALE

Rev/Est			
Job Code		Rep	MGNT
EEOC Category	Official and Administrator		

AFFORDABLE HOUSING MANAGER

DEFINITION

Under general direction performs complex work in the coordination and administration of planning, programming, policy development and support services in the specialized area of Housing Programs, including Below Market Rate (BMR) Home Ownership and Rental Program, the First Time Homebuyer Downpayment Assistance Loan Program, and the Workforce Housing Loan Program.

DISTINGUISHING CHARACTERISTICS

This is a single-position classification responsible for managing and leading all activities, programs/projects, and personnel relating to the City's housing programs. This class is distinguished from the Housing Officer classification, which has the overall administrative and management responsibilities for the City's comprehensive housing programs.

ESSENTIAL FUNCTIONS

- Negotiate and monitor contract agreements with developers and contractors for the construction and rehabilitation of BMR Home Ownership and Rental units/properties;
- Provide BMR buyers with current information and assistance with homeownership programs, services, and eligibility; interpret administrative procedures and recorded documents related to the ownership program or rental program;
- Coordinate homeownership sales and program marketing, interacting with BMR buyers, sellers, escrow officers and lenders;
- Revise and update documents, administrative policies and procedures to improve the implementation of the BMR Ownership and Rental Program;
- Prepare reports for City Council on program status and/or revision to ordinance(s) in relation to revisions to State laws;
- Manage the full life cycle of contracts and grants, including the application process and grant agreements;
- Prepare and maintain records and status reports to ensure proper management of information, deadlines and submissions;
- Prepare and maintains budget and revenue projections for the Housing Division;
- Provide administrative support to the Housing Officer in planning and executing the City's overall housing programs;

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- Assign and delegate work in order to meet performance objectives and provides guidance to assist staff performance and process improvement;
- Coordinate works and exchanges information with other divisions/departments and maintain good working relationship with peers, management, and staff;
- Provide advisory support and act as liaison with Federal, State and other local agencies, for profit or non-profit corporations, private foundations, housing industry and professional groups in the development and coordination of housing programs and projects;
- Conduct research and identify new opportunities for state and federal funding;
- Provides recommendations and participates in the planning and coordination of special housing projects.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of education and experience equivalent to a Bachelor's degree preferably in real estate, economics, business, public administration or a closely related field; and 5 years of professional analytical or administrative experience which includes at least two years of experience in housing, residential real estate sales and/or mortgage finance.

Knowledge, Skills and Abilities

Knowledge of:

- Principles, methods and procedures of management, organization, budgeting and project management;
- State laws and Sunnyvale Municipal Code relating to public land acquisition, leasing, and environmental impact requirements;
- Functions and issues of local, state and federal governments that relate to housing;
- Principles and practices of real estate transactions, escrow processes, title reports, recordations, default and foreclosures, secured transactions and documents;
- Outreach, marketing, public information and public relations concepts, principles, methodology and techniques;
- Lending practices and working with conventional lenders, land development to construct housing and working with housing developers;
- Federal and State grant solicitation and tracking issues.

Skill in:

- Working well with appointed officials, city employees, and the public, exercising tact, diplomacy, political awareness;
- Researching, developing and evaluating policies and programs, including the collection, evaluation, and interpretation of data to develop sound conclusions and make appropriate recommendations;

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- Present ideas and concepts in written or presentation format, and use consultative and facilitation skills to gain consensus;
- Grant writing and grant contract administration;
- Attention to detail; being careful about detail and thorough in completing work tasks;
- Time management and organization of work.

Ability to:

- Analyze and understand complex issues and develop effective solutions;
- Effectively express ideas and facts to individuals or groups making clear and convincing oral presentations;
- Prepare and deliver effective oral and written presentations;
- Interpret, evaluate, implement, and explain complex rules, regulations, contracts, policies and program procedures as they relate to program operations;
- Establish and maintain working relationships and demonstrating customer service orientation with peers, departmental representatives, elected officials, representatives of other governmental agencies, business representatives, housing developers and the public;
- Plan, distribute, coordinate and monitor work assignments of staff; evaluate work performance and provide feedback; ensure staff are appropriately prepared and that they are treated in a fair and equitable manner;
- Exercise good judgment by making sound and well-informed decisions, perceiving the impact and implications of decisions, to accomplish goals and objectives;
- Comprehend and utilize the City's Planning and Management System (PAMS) in developing and/or administering the budget for program areas and monitoring both revenues and expenditures to ensure cost-effective support of programs and policies;
- Work a flexible and irregular schedule to meet the demands of a dynamic, fast-paced organization;
- Work effectively in demanding and/or time sensitive situations.